

MEMORANDUM

TO: Board of Commissioners
Ann Arbor Housing Commission

FROM: Jennifer Hall, Executive Director

DATE: July 20, 2022

I. FEDERAL

- A. The House passed a FY23 Transportation and Housing budget that increased HUD's budget by \$8.55 million. The Senate and the President must also agree to a T-HUD budget and those negotiations continue.

II. STATE & LOCAL Partnerships:

- A. **Ann Arbor Parks Department:** We are working together to create a paved path from Miller Avenue to West park through Miller Manor's property. There is currently a sidewalk from Miller that ends about 50 feet from the park and then turns into an eroded dirt path. The path is widely used by Miller Manor and other residents. The plan is to extend the sidewalk farther and then build a staircase to the park. The parks department is helping to design the path and will help pay for a portion of the materials and labor.
- B. **Elizabeth Dean Fund through the Parks Dept:** The parks department oversees the Elizabeth Dean Fund, to plant and maintain trees. I submitted a request to help with tree trimming costs for Green-Baxter Court, Miller Manor and Baker Commons and the request is under consideration.
- C. **Representative Yousef Rabhi:** Thank you again to Rep. Rabhi who proposed and secured a \$500,000 state budget allocation to the Ann Arbor Housing Commission for Lurie Terrace, which is awaiting approval from the Governor. The funds will primarily be used to install fire suppression equipment.
- D. **City of Ann Arbor Emergency Services:** The City is conducting an update to its Hazard Mitigation Plan and invited the AAHC to participate along with other city departments. The plan includes two items involving the AAHC. The first item is a partnership to engage with vulnerable populations and register with the City as a household with special needs in order to respond appropriately during an emergency event. The second item is to create resilience hubs and measures to mitigate impacts to communications systems and loss of basic necessities (food, medicine and power) identify and prioritize locations needing emergency generators and identifying funding sources to acquire them.

III. DEVELOPMENT

- A. **121 E. Catherine:** A community forum was held on June 14th by zoom, facilitated by Yodit Mesfin Johnson, Director of the New Center and Managing Partner of TMJ & Associates to discuss ways to engage the African American community around the design and use of Catherine as well as a larger discussion about the historical harm the government has caused the Black community and the need for community healing. A second meeting will be held on Thursday, September 1st, at the Farmer's

Market in downtown Ann Arbor.

- B. **350 S. 5th:** A contract with SmithGroup is on the agenda tonight to get approval from the AAHC to hire SmithGroup to continue with the schematic design and site plan approval process.
- C. **415 W. Washington:** The City is working with Tetra Tech, to continue environmental testing.
- D. **2000 S. Industrial:** we are conducting environmental testing and ground penetrating radar to determine if there are any underground storage tanks that need to be removed.

IV. FINANCIAL REPORT AND UPDATE

The June 2022 financials will be included in the next board packet

V. PROCUREMENT ACTIVITIES BEYOND (\$25,000+)

\$746,000 SmithGroup A/E services for design and site plan approval 350 S 5th
\$1,056,700 Jackson Automatic Sprinkler for fire suppression at Miller Manor (RFP Process)
\$28,215.30 Haley Mechanical to replace both heat pumps at Baker Commons
\$32,500 Nancy Neff for financial services

While our Construction Manager and Director of Development positions are vacant, we will be contracting with DMC Real Estate Services to manage specific construction projects up to the following amounts at an hourly rate:

\$30,000 to oversee and manage fire suppression installation at Miller
\$60,000 to oversee and manage fire suppression installation at Baker and Lurie
\$50,000 to oversee and manage Broadway soil erosion project
\$40,000 to oversee and manage other smaller construction projects like the Miller West Park pathway

Correction re 2 contracts reported in May 2022:

\$74,000 DMC Real Estate Services Development Consulting primarily related to city-owned property development
\$74,000 YMJ & Associates 121 Catherine Project

VI. PERSONNEL

- A. **Staffing:** Welcome to Tierra Clark-Moon in a new Administrative Assistant position with the Affordable Housing team and Jacqueline Williams who was recently hired as an Occupancy Specialist – Waitlist. The Director of Development and Facility and Maintenance Technician are open and posted. We are working with HR to create a new position of Application Specialist to manage and administer our Yardi software. Tulio Decan has taken a new position at the City in the Public Works department and his position will be posted soon.
- B. **Training:** Congratulations to Misty Hendershot, Katrisha Kelly and Lisa Lavan for completing a week-long training and certification for Housing Choice Voucher

Program Management Certification. Congratulations to Courtney Cox for completing level II of her Progressions. Congratulations to Wade Smith for completing his HCV and PBV Rent Calculation Class.

VII. OPERATIONS

- A. **Non-Elderly Disabled Voucher Program:** All 45 NED vouchers are leased up from the 2018 award and 90 NED vouchers are leased up from the 2019 award. In addition, we have leased-up 41/41 new NED allocated through the CARES Act in 2020 and we started leasing up 5/75 NED vouchers allocated from the CARES Act in 2021 and with turnover in vouchers we are back to needing to lease up all 75 CARES Act vouchers from 2021.
- B. **Emergency Housing Vouchers:** 25/29 vouchers are leased up.
- C. **Voucher Program:** A Request for Proposal was issued for Housing Quality Standard inspections and a contractor will be selected by the next meeting. The Voucher Program is continuing to work on leasing up vouchers (regular section 8, Non-Elderly Disabled (NED) and Emergency Housing Vouchers (EHV). The response rate from applicants continues to be low even as we continue to receive calls and emails every day from people needing assistance with housing. We are continuing to screen new contacts to see if they are eligible for our open waitlists: NED, Lurie PBV and Courthouse Square PBV. And we continue to refer people who are homeless or in danger of losing their housing to the central intake and assessment office at Housing Access of Washtenaw County.
- B. **Moving To Work:** Moving to Work (MTW): Weneshia Brand, Misty Hendershot and Bryce Allmacher have been meeting with landlords and community members to talk about the MTW – Landlord Incentive Cohort. The landlords seemed most excited about the opportunity to receive vacancy payments, while they are turning a unit between voucher recipients, as well as reimbursement for damages that exceed the security deposit. Other items under discussion are increasing the timing for Housing Quality Inspections, adopting Small Area Fair Market Rents and 120% of Fair Market Rents for payment standards. In addition, they are discussing assistance to new applicants to lease-up such as paying for application fees, holding fees, security deposits, and utility deposits. After a series of additional community meetings and research, they will bring back a recommendation for the board to adopt. The MTW fungibility rule took effect July 1, 2022, which means that the Housing Assistance Payments (HAP) and Administrative Fees are now one payment instead of two and can be used on all eligible expenses.
- D. **Affordable Program:** MSHDA completed its first on-site inspection of the Swift Lane properties (State Crossing and Creekside Court) and the inspections went well.
- E. **Maintenance:**
 - a. MEDC grant through Rep. Rabhi wi-fi equipment is nearly all installed and should be live by September.
 - b. Broadway carpeting and flooring replaced at 1504 & 1506 Broadway
 - c. S. Seventh patio fencing replaced

- d. West Arbor – additional security cameras installed
- e. Green-Baxter – security cameras are getting installed
- f. Hikone – wifi cameras replaced with wired cameras
- g. Baker – security cameras are getting added to the parking lot
- h. Hikone – sewer lines and drainage were replaced in the common area courtyards
- i. Baker heat pumps replaced
- j. Baker 2nd floor patio floor, overhang, and wall completed. Added ADA door opener to the patio
- k. Lurie – city switching over the intercom and card reader system to the city’s system.
- l. The 1-ton truck lift-gate broke again and was in repair for several weeks, which makes it difficult to do our weekly bulk garbage pick-ups at all our properties. We got on the waitlist to get on the waitlist to order a new 1-ton truck so that we have 2 trucks. We are also on the waitlist to get on the waitlist to order a 2 new maintenance vans.
- m. Parkview Place – the sidewalk to the back entrance is being replaced.

F. **Lurie Terrace:** A request was submitted to HUD to release \$200,000 in COVID operating reserves and HUD did not complete the review prior to June 30th end of year but they are expected to release the funds in this fiscal year.